

MANAGEMENT MEMO

NUMBER:

MM 03-18SUBJECT: **ACQUISITION OF STATE VEHICLES**

DATE ISSUED:

October 01, 2003

EXPIRES

October 01, 2005

REFERENCES:

GOVERNMENT CODE SECTION: 13332.09; CALIFORNIA CODE OF REGULATIONS SECTION 599.809; STATE ADMINISTRATIVE MANUAL SECTIONS: 3620, 3620.1, 3620.2; MM 02-21

ISSUING AGENCY:

Department of General Services

This Management Memo notifies state agencies and departments of the new procedures for the acquisition of new or replacement state vehicles.

The California Government Code Section 13332.09, states: *"No purchase order or other form of documentation for acquisition or replacement of motor vehicles shall be issued against any appropriation until the Department of General Services has investigated and established the necessity therefor. No surplus mobile equipment may be acquired from any source by any state agency for program support until the Department of General Services has investigated and established the necessity therefor."*

The Department of General Services, Office of Fleet Administration (OFA) has developed a new Vehicle Acquisition Request Form (see attached OFA 160) to assist with the investigation and establishment of the necessity for new or replacement motor vehicles. It is the responsibility of the requesting department's director to use this form to certify the bona-fide need for the motor vehicle(s) being requested. Additionally, when requesting a motor vehicle other than a standard passenger-type motor vehicle of a light class (as defined by California Code of Regulations Section 599.809), the requesting entity must provide a justification as to why a more fuel efficient vehicle is not adequate.

As a reminder, state agencies and departments must continue to comply with the State Vehicle Purchase Policy (MM 02-21) that promotes state and federal clean air goals and reduces dependence on petroleum.

To access the current state vehicle purchasing policy and/or obtain copies of the new Vehicle Acquisition Request Form (OFA 160), visit OFA website at: www.ofa.dgs.ca.gov or call Steve Nielsen, Statewide Vehicle Equipment Coordinator, at (916) 327-2082.

Original memo signed by William J. Jefferds, Ed. D.

William J. Jefferds, Ed.D.
Director, Department of General Services

Attachments

STATE OF CALIFORNIA
 DEPARTMENT OF GENERAL SERVICES
 OFFICE OF FLEET ADMINISTRATION
VEHICLE ACQUISITION REQUEST FORM
 OFA 160 (NEW 04/03)

REQUEST TRACKING #:

DGS USE ONLY

SECTION A:**VEHICLE ACQUISITION REQUEST FORM**

DEPARTMENT:	DIVISION / OFFICE:	AGENCY BILLING CODE:
REQUESTOR:	POSITION:	
OFFICE ADDRESS:	CITY / ZIP:	TELEPHONE NUMBER:

ITEMS TO INCLUDE WITH REQUEST FORM AS APPLICABLE:

1. Passenger Vehicle Usage Report (STD. 276a) – a current copy on file with the Office of Fleet Administration
2. Copy of any Delegation relating to vehicles or fleet management.
3. Replacement vehicles require an approved Property Survey Report (STD. 152).
4. Replacement or additional vehicles require a completed Purchase Order (STD. 65) or Purchase Estimate (STD. 66).
5. Requests for additional vehicles require an approved OFA 6 from your local Inspector of Automotive Equipment.

SECTION B:

TYPE OF VEHICLE(S):	UNDERCOVER : YES NO	QUANTITY:
SPECIAL REQUIREMENTS (E.G. EQUIPMENT STORAGE OR CAPACITY NEEDS, PASSENGER OCCUPANCY, UTILITY FEATURES, ETC):		

SECTION C:

1. PURPOSE OF USE (E.G. HOW AND WHERE TO BE USED? IS THIS PURCHASE FOR A VEHICLE POOL? IF NOT, WHO WILL IT BE ASSIGNED TO?)

2. JUSTIFICATION FOR VEHICLE (E.G. WHY IS THE VEHICLE NEEDED? IF REPLACEMENT, PROVIDE INFORMATION THAT THE VEHICLE REQUEST MEETS THE STATE'S VEHICLE REPLACEMENT POLICY. IF ADDITION TO FLEET, PLEASE EXPLAIN NECESSITY.)

3. IF REQUESTING OTHER THAN A STANDARD STATE SEDAN, WHY IS THE SEDAN NOT ADEQUATE? (IF YOU ARE REQUESTING A SPORT UTILITY VEHICLE OR FOUR-WHEEL DRIVE, PLEASE EXPLAIN WHY A MORE FUEL-EFFICIENT VEHICLE IS NOT ADEQUATE. DOES THIS COMPLY WITH THE VEHICLE PURCHASE POLICY (MM-02-21) OR IS THIS AN EXEMPTION, AS DEFINED? OTHER CONSIDERATIONS?)

4. EXPLAIN WHETHER THIS VEHICLE EARNS CREDIT UNDER THE FEDERAL ENERGY POLICY ACT (EPACT) of 1992 (E.G. IS THIS AN ALTERNATIVE FUEL VEHICLE? A HYBRID? IF NOT, DID YOU CONSIDER AN AFV OR HYBRID?)

5. EXPLAIN IF THERE IS AN URGENT NEED FOR THIS VEHICLE PURCHASE?

6. DESCRIBE THE NEGATIVE IMPACT IF THIS PURCHASE IS NOT APPROVED (E.G. WHAT WILL BE THE EFFECT OF NOT PURCHASING THIS VEHICLE ON WORKLOAD, ABILITY TO PERFORM DUTIES, ETC?)

SECTION D:

VEHICLE TO BE REPLACED (PLEASE COMPLETE IF THIS REQUEST IS REPLACING EXISTING VEHICLE)

LICENSE NO/EQUIPMENT NO	VEHICLE ID NO	MAKE	MODEL
MODEL YEAR	MILES/HOURS	CAPACITY OR SIZE	PROPERTY SURVEY NO

PREPARED BY:	PHONE NO	DATE:
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SECTION E:

BUSINESS SERVICE OFFICER/BUYERS' SIGNATURE:	DATE:
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I HEREBY CERTIFY THAT THE ABOVE IS A TRUE STATEMENT OF SAID VEHICLES AND WILL BE USED IN ACCORDANCE TO THE JUSTIFICATION LISTED ABOVE.

REQUESTING AGENCY'S DIRECTOR'S SIGNATURE:	DATE:
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I HEREBY CERTIFY THAT THE ABOVE IS A TRUE STATEMENT OF SAID VEHICLES AND WILL BE USED IN ACCORDANCE TO THE JUSTIFICATION LISTED ABOVE.

OFA STATEWIDE EQUIPMENT COORDINATOR'S SIGNATURE:	DATE:
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	

DGS DIRECTOR'S SIGNATURE:	DATE:
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	

Return completed form to:
Office of Fleet Administration
Attention: Statewide Equipment Coordinator
800 Q Street A-1
Sacramento, CA 95814

STATE OF CALIFORNIA
 DEPARTMENT OF GENERAL SERVICES
 OFFICE OF FLEET ADMINISTRATION
VEHICLE ACQUISITION REQUEST FORM INSTRUCTIONS
 OFA 160 (NEW 04/03)

VEHICLE ACQUISITION REQUEST FORM INSTRUCTIONS

OFA 160 is required for all purchases of mobile equipment *

Follow instructions below to complete the **VEHICLE ACQUISITION REQUEST FORM (OFA 160)**

REQUEST TRACKING #:	The Office of Fleet Administration will assign this number.
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SECTION A and B:	Complete all requested information.
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SECTION C:		
1	Purpose of Use – (Required information)	Include how and where the vehicle will be used, assigned individual, position number, vehicle pool. If assigned to individual, do not include driver's name.
2	Justification for Vehicle (Required information)	Include why vehicle is needed. Include information that vehicle requested meets the state's vehicle replacement policy (i.e., Property Survey Report-STD 152; Equipment Inspection Report OFA-6) All requests for additional vehicles will require an OFA-6 by an Inspector of Automotive Equipment.
3	If not requesting a sedan, why sedan is not adequate (Required information)	If office is requesting purchase a van, pickup, SUV or 4wd, please provide information why a more fuel efficient vehicle is not adequate and comply with Vehicle Purchase Policy MM02-21. Do not answer if request for non-passenger type vehicles (heavy duty truck, construction equipment, motorcycles, etc.)
4	Explain whether vehicle credit under the federal energy policy act	If vehicle requested is capable of using alternative fuel (propane, CNG, electric) in either a dedicated or bifuel configuration, describe fuel(s) to be used. Will alternative fuel(s) used earn credit under the Federal Energy Policy Act. (hybrid electric vehicles do not earn credit at this time)
5	Explain vital need for vehicle purchase (Required information)	Explain why existing vehicle in requestor's fleet cannot meet needs at this time.
6.	Describe negative impact if purchase is not approved (Required information)	Provide information of impact on duties/workload if purchase request is denied.

SECTION D:	Complete this section for each vehicle replaced. This section can be reproduced and attached to VEHICLE ACQUISITION REQUEST FORM.
SECTION E:	Required signatures will include the business service office/buyer and the requesting agency's director's signature. (If the requesting agency does not have a director, the highest ranking individual may sign and will be required to provide a statement.)

* **Mobile Equipment is defined as vehicles or equipment used for passenger and equipment transportation, construction or maintenance work and is self-powered or easily moved (trailer or skid mounted). This includes sedans, station wagons, sport utility vehicles, carryalls, light utility pickups, vans, jeeps, trucks, boats and trailers. A detailed list is available from the Office of Fleet Administration.**